

## TRAINING AGREEMENTS

Since the passage of the Government Employees Training Act (PL 85-507), CIA requires Continued Service Agreement (Training Agreements) from its employees who are to engage in certain external training programs. (A copy of the Training Agreement is on the following page.) In signing it, an employee agrees to remain with the Agency for a specified period of time following completion of his sponsored training or failing this, to reimburse the Agency for those expenses, other than salary, incurred by this training. The normal "rule-of-thumb" for the length of committed service required by the Training Agreement is three times the length of the training, but with a minimum service of twelve months. However, for very costly short programs an employee may be required to remain with the Agency for longer than twelve months.

After 1958 Training Agreements were required of Agency employees who were to attend external programs of six months or longer. In October 1962 the Deputy Director for Support broadened the types of external programs for which Training Agreements are required and for which the length of committed service after training is at least twelve months. Such programs are:

- a. Full-time programs of three months' length or longer, regardless of cost.
- b. Training programs involving travel, per diem, and tuition costs, each as a single item or in any combination, of \$500 or more, regardless of the length of the program.
- c. Senior Officer Schools, including the Foreign Service Institute's Senior Seminar in Foreign Policy and Harvard's Advanced Management Program.
- d. Part-time programs which, in aggregate credit earned or training-time invested, will amount to 12 semester hours or the equivalent.

The OTR administers the Training Agreements for the Agency. An employee signs the agreement after his sponsorship has been approved but before the actual training begins.

officers scheduled for their first (often second) overseas assignment. Although the course contains some of the subjects covered in Administrative Procedures, it is more advanced and, generally is presented in greater detail and depth. It is to his advantage if the student who takes Ops Support has been in the Agency for a period of time so that his ears are attuned to the abbreviations, contractions, cryptos, and so forth, used within the Agency. It also is to his advantage to have a basic knowledge of Agency organization, functions, and the terminology and in day-to-day communications.

## Budget and Finance Procedures

is a more specialized course. It is conducted for three weeks and is for administrative assistants and support officers who will maintain budgetary, financial, and property records at a Class B or Type II station (a station where there is no finance officer). Administrative Procedures or Operations Support is a prerequisite for this course. Lectures cover the phases of financial, budgetary, and logistical responsibilities of the Chief of Station as well as the responsibilities of the administrative assistant (or support officer) preparing and maintaining reports, records, and accounts necessary to discharge these responsibilities. Generally, the Chief of Station relies on this assistant for advice on his budgetary, financial, and logistical responsibilities to headquarters; so too, do other employees in the Station or Outposts for all forms of administrative advice and counseling.

Instruction in the three courses is usually a combination of lectures, films, and practical problems. A student is evaluated on each category of material covered in the courses on the basis of tests and written reports. The Chief Instructor will discuss a student's performance with either the Training Officer, his supervisor, or with the student himself.